

Colorado ENERGY STAR® New Homes Program



2010-2011 Matching Grant Opportunity
Offered by the Governor's Energy Office to Colorado Counties, Cities, Utilities
and Non-Profits



Application must be submitted electronically and received by:
December 9, 2009 at 12:00 PM (MT)

Modified December 4, 2009

THE GOVERNOR'S ENERGY OFFICE
1580 Logan Street, Suite 100
Denver, CO 80203
www.colorado.gov/energy



Matching Grant Overview

The Governor's Energy Office (GEO) has prepared the following Matching Grant Application for Colorado counties, cities, utilities and non-profits interested in receiving funding for local implementation of the 2010-2011 Colorado ENERGY STAR New Homes (ESNH) Program. When geographically appropriate, applicants are encouraged to form regional partnerships and co-submit a single Matching Grant Application for the combined administration of a regional program. In this "team" approach, there must be a "prime" applicant who submits the application on behalf of the team and assumes all responsibility for program compliance. Since the needs and current market conditions for the residential new construction industry vary greatly across the state, applicants are encouraged to develop/identify effective and customized approaches for a region-specific implementation plan. Applicants are invited to propose strategies and activities that will; (1.) attempt to increase local homebuilder participation in the Colorado ESNH Program, and (2.) attempt to increase the percentage of single family home starts that earn the ENERGY STAR certification. Matching Grant Application requests may be made for any funding amount, up to a maximum of \$25,000. All applications will be competitively evaluated, with successful applicants receiving notification of their award around **December 18, 2009**, with implementation scheduled to begin January 1, 2010. This program cycle is intended to last for 18 months, ending in on June 30, 2011.

The American Recovery and Reinvestment Act of 2009 (ARRA)

The GEO is one of Colorado's state agencies responsible for use and distributing ARRA funds in Colorado. GEO is currently developing internal processes to assist with complying with accountability provisions of the ARRA. To facilitate this, the GEO is working closely with other state agencies and with federal agencies, including the US Department of Energy.

The goals of the Act include the following:

1. To preserve and create jobs and promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Colorado has been selected as one of sixteen core states which will be monitored by the General Accounting Office (GAO) over the next three years to provide an analysis of the use of funds under the ARRA.

This note is provided to remind applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub.L.111-5 (ARRA or the Act). It is the responsibility of the applicant to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this project. The **Attachment 1**, State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA) Funds and Solicitation Terms for ARRA Acquisitions, **Attachment 2**, provides contract requirements specifically for this project. In addition to the ARRA requirements, United States Department of Energy (US-DOE) grant specific requirements may be incorporated into the contract.

Program Overview

During 2008 and 2009, the GEO worked closely with over 50 Colorado cities, counties, utilities, homebuilder associations, homebuilders and Home Energy Rating partners to support the statewide construction and testing of new energy-efficient single family homes built to ENERGY STAR standards. From 2007 through 2009, Colorado's market penetration of ENERGY STAR New Homes nearly tripled, increasing from 7% to 28% and continues to grow.



The 2010-2011 ESNH Program to continue this initial success by increasing consumer awareness of energy efficiency options in residential new construction, and actively supporting all participating Colorado ENERGY STAR homebuilders. Bordering cities and counties are encouraged to form partnerships and create a combined regional ESNH Program. Regional programs may submit a single application on behalf of all partners. 2010-2011 will continue with financial incentives for ENERGY STAR New Homes, to be offered directly to homebuilders by several Colorado utilities and the GEO. Applicants are encouraged to partner with their local electric and gas utilities to form a comprehensive ESNH Program, where the utility may provide the needed funding for the builder incentive and claim the resulting energy savings, and the local applicant can work to provide industry trainings and increased homebuilder and homebuyer awareness.

What is an ENERGY STAR New Home?

To earn the ENERGY STAR label, a home must meet guidelines for energy efficiency set by the U.S. Environmental Protection Agency (EPA). These homes are at least 15% more energy efficient than homes built to the 2004 International Residential Code (IRC), and include additional energy saving features that typically make them 20–30% more efficient than standard homes. In order to achieve an ENERGY STAR label, the home's actual energy performance must be certified by an independent Home Energy Rater who is responsible for conducting onsite testing and inspections of installed measures such as insulation, high performance windows, building envelope, duct systems, and efficient heating and cooling equipment. Additional ENERGY STAR Home information can be found at www.energystar.gov/homes.

Matching Grant Proposal Deadline

Completed Matching Grant Proposals with attachments should be submitted electronically to the appropriate GEO Regional Representative by **December 9, 2009 at 12:00 PM (MT)**.

Preparing A Matching Grant Proposal

A 2010-2011 Matching Grant Proposal for the ESNH Program must provide the requested information for each of the following 4 sections:

- ☐ A Project Narrative that presents the applicant's proposed activities
- ☐ A Timeline for the completion of activities presented in the Project Narrative
- ☐ An Itemized Budget that presents estimated costs for all activities presented in the Project Narrative
- ☐ An Applicant Contact Sheet that provides contact information for each applicant

This single electronic document must not exceed eight (8) consecutively numbered (bottom center), 8.5 x 11-inch pages of single-spaced, standard 12-point type with 1-inch margins. Each section should be clearly labeled.

Project Narrative

Provide a description of the proposed work plan for a regional ESNH Program effort that demonstrates, with specificity, a thorough knowledge of the current conditions existing within the field/industry, including how the matching grant will contribute to help increase both the number of registered ENERGY STAR builders and the percentage of new homes that earn the ENERGY STAR label.

Applicants are encouraged to include the following information in the Project Narrative section:

1. Plans to manage the daily activities of a regional ENERGY STAR New Homes program.
2. Estimates of the region's current ENERGY STAR New Homes market penetration and goals for 2010.
3. Plans to conduct outreach to area Homebuilders on the ENERGY STAR New Homes program.



4. Plans to provide technical training to ENERGY STAR Homebuilders.
5. Plans to support the development and activities of new or existing HERS Raters.
6. Plans to develop a homebuyer ENERGY STAR New Homes marketing campaign.
7. Other ideas surrounding the growth and development of a regional ENERGY STAR New Homes program.

In 2009, Xcel Energy launched an ENERGY STAR New Homes Program in Colorado. Applicants are encouraged to address the following in the Project Narrative section of their application:

If the program will be operated within Xcel Energy service territory:

8. Describe how it will work in partnership with the 2010 Xcel Energy ENERGY STAR New Homes Program.

If the program will be operated outside of Xcel Energy service territory:

9. Describe how local gas and/or electric utilities will be engaged to become program partners/sponsors.

Finally, applicants are also encouraged to address the following in the Project Narrative section:

10. Include details about how the GEO's grant funding will be matched and/or leveraged with other funding sources.
11. List the regional partners committed to supporting the ENERGY STAR New Home program effort in the area, such as cities, counties, utilities, non-profits, homebuilders, HERS Raters, and other industry groups.
12. Identify any subcontractors that you will use to complete the work. What role will they play? How did you identify this subcontractor? Note: In the case of utilizing ARRA funds, a competitive bid process is a requirement of the selection process. Please refer to the ARRA guidelines regarding this subject to ensure that you are in compliance.

Project Timeline

Applicants should include a timeline for the 2010-2011 calendar years with the understanding that this program cycle and grant is for 18 months (month-by-month is preferred). The timeline should identify objectives for all activities presented in the Project Narrative section, as well as note any major milestones for the program. Applicants should also include plans to provide the GEO regular reports and updates on the program's progress as determined by the GEO.

Itemized Budget

Provide an itemized budget spreadsheet of all project costs, including, but not limited to, personnel salaries (showing budgeted hours and rate), equipment, materials, supplies, subcontracts, etc. Travel costs should be limited to those that are directly essential to accomplishing the project. Note: Travel and per diem costs for the Awarded Applicant's travel relative to the performance of these services shall be reimbursed in accordance with State Fiscal Rule 5-1, as amended, and with limited exceptions. Include an itemized description of how other funding sources will be used to achieve the required "match" for this project, and indicate any plans to attract additional funding. Please identify funding sources for budget line items and cost sharing when appropriate. Line items presented should align with activities presented in the Project Narrative section.

Applicant Contact Sheet

The following should be presented in the Applicant Contact Sheet:

1. A list of each regional city, county, utility or non-profit co-applying for the grant under this application.
2. Prime applicant and each co-applicant's planned matching contribution.



3. An individual with job title and contact information for each listed applicant.
4. The individual designated as the Program Manager for the region's ENERGY STAR New Homes Program.
5. The web address of the program's dedicated ENERGY STAR New Homes Program website.
6. Name and contact information for the individual preparing and submitting the application.

Matching Grant Proposal Review Process

Proposals must be received by December 9, 2009 at 12:00 PM (MT).

Only electronic applications will be accepted (hard copy applications will not be accepted).

Please e-mail your application to the appropriate GEO Regional Representative. Emails should state the following in the subject line: "CO ESNH Program Matching Grant Proposal – **ENTITY NAME**." The application must be submitted as a single electronic document, and must be in either Adobe PDF or Microsoft Word format (including budget spreadsheets). It is recommended that you create your application in a word processing program, such as Microsoft Word, paste budget spreadsheets or tables into the body of the document when necessary and convert the finished document into Adobe PDF.

This application, must not exceed eight (8) consecutively numbered (bottom center), 8.5 x 11-inch pages of single-spaced, standard 12-point type with 1-inch margins. Incomplete proposals or proposals received after the deadline will not be considered for funding during this 1st round of awards (late applications may be reviewed during a 2nd round if additional funding becomes available). Applicants will receive an e-mail notification of the receipt of their application from the GEO regional representative.

All applications will be reviewed by an evaluation committee comprised of GEO staff. Applicants will be notified when/if additional information, documentation or personal interviews with project principals are required. All information required to complete a proposal for funding is provided herein.

Please note that funding is limited. Proposals meeting all of the program's objectives may not necessarily receive an award. The GEO reserves the right to delay any decision due to budgetary constraints. Funding decisions will be made on or near **December 18, 2009**, and applicants will be notified of the evaluation committee's decisions via email. Funding decisions are final; awards are based on a competitive process where proposals are weighed against other proposals.

Contact Information

Please submit completed proposals and questions to the appropriate GEO Regional Representative:

Joani Matranga

Western Regional Representative – Western Colorado Counties: (Moffat, Routt, Jackson, Grand, Eagle, Rio Blanco, Garfield, Mesa, Delta, Pitkin, Lake, Chaffee, Gunnison, Delta, Montrose, Ouray, San Miguel, Hinsdale)

Phone: (970) 366-6036

Email: joani.matranga@state.co.us

Mona Newton

Central Regional Representative – Central Colorado Counties: (Larimer, Weld, Boulder, Broomfield, Adams, Gilpin, Clear Creek, Summit, Park, Jefferson, Denver, Adams, Arapahoe, Douglas, Teller, El Paso)

Phone: (303) 809-0379

Email: mona.newton@state.co.us



Bob Mailander

Eastern Regional Representative – Eastern Colorado Counties: (Logan, Sedgwick, Phillips, Morgan, Washington, Yuma, Kit Carson, Lincoln, Elbert, Cheyenne, Kiowa, Crowley, Pueblo, Otero, Bent, Prowers, Baca)

Phone: (970) 371-3939

Email: robert.mailander@state.co.us

Hew Hallock

Southern Regional Representative – Southern Colorado Counties: (Dolores, Montezuma, La Plata, San Juan, Archuleta, Mineral, Saguache, Rio Grande, Conejos, Costilla, Alamosa, Custer, Fremont, Huerfano, Las Animas)

Phone: (719) 480-4892

Email: hew.hallock@state.co.us